

**APPLICATION**  
**MONROE COUNTY**  
**PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



**Request for a Special Vacation Rental Permit (Initial)**

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Vacation Rental Application Fee: \$493.00

*This application and fee is for initial applications only, not renewals.*

Vacation rental means a dwelling unit that is rented, leased or assigned for tenancies of less than 28 days duration.

An owner or agent is required to obtain an annual special vacation rental permit for each dwelling unit prior to renting any dwelling unit as a vacation rental except as provided for under Monroe County Code. A special vacation rental permit is nontransferable between owners. A change of ownership of the vacation rental unit shall require the new owner or his agent to obtain a new vacation rental permit for the residential dwelling unit.

**Date of Submittal:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

**Applicant/Property Owner:**

\_\_\_\_\_  
Property Owner (Name/Entity) Contact Person (If Different Than Property Owner)

\_\_\_\_\_  
Mailing Address (Street, City, State and Zip Code)

\_\_\_\_\_  
Daytime Phone Email Address

**Vacation Rental Manager:**

\_\_\_\_\_  
Vacation Rental Manager Name

\_\_\_\_\_  
Address (Street, City, State and Zip Code)

\_\_\_\_\_  
Daytime Phone Email Address

## APPLICATION

### Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key (Island)
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Real Estate (RE) Number

Street Address (Street, City, State and Zip Code)

**Current Land Use District Designation:** \_\_\_\_\_

Vacation rentals may only be permitted in the following Land Use Districts: Urban Residential (UR), Suburban Residential (SR), Suburban Residential-Limited (SR-L), Improved Subdivision-Vacation Rental (IS-V), Destination Resort (DR), Commercial Fishing Special District 16 (CFSD-16), Mixed Use (MU) & Maritime Industries (MI)

Vacation rental use of non-conforming dwelling units that are not deed restricted as affordable housing, employee housing or commercial apartments may be permitted in the following Land Use Districts: Urban Commercial (UC) & Suburban Commercial (SC)

Vacation rental use of a dwelling unit in existence as of January 1, 2000 may be permitted in the following Land Use District: Offshore Island (OS)

### All of the following must be submitted in order to have a complete application submittal:

(Please check as you attach each required item to the application)

- ☐ **Complete vacation rental application** (unaltered and unbound)
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources)
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser**
- ☐ **Proof of ownership** (i.e. Warranty Deed)
- ☐ **Photograph of dwelling unit from adjacent roadway**
- ☐ **Floor plan of dwelling unit** (showing square footage, building layout and types of rooms)
- ☐ **Site Plan** (including all property lines, structures, drives and parking spaces)
- ☐ **Current and valid Monroe County Business Tax**
- ☐ **Current and valid Florida Department of Revenue Certificate of Registration** (issued pursuant to Chapter 212, Florida Statutes)
- ☐ **Current and valid Florida Department of Business and Professional Regulation license** (issued pursuant to Chapter 509, Florida Statutes)
- ☐ **Current and valid federal tax identification number**
- ☐ **Approved Florida Department of Health or Florida Department of Environmental Protection inspection or certification of the adequacy of the sewage disposal system for use as a vacation rental**
- ☐ **Current and valid Special Vacation Rental Manager License** (or copy of application for license)
- ☐ **Copy of completed "Tenants Agreement"** (please see attachment)
- ☐ **Copy of completed "Notice of Vacation Rental Use"** (please see attachment)

## APPLICATION

- ☐ **Proof that the completed "Notice of Vacation Rental Use" and "Tenants Agreement" were sent by certified return mail to all property owners located within 300 feet of the property on which the dwelling unit is situated, not less than 30 days prior to the date of approval of the application** (this list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included)
- ☐ **An approved inspection report from the Office of the Fire Marshal verifying compliance with NFPA Life Safety Code 101**

**If applicable, the following must be submitted in order to have a complete application submittal:**

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary, the Planning & Environmental Resources Department reserves the right to request additional information.

## APPLICATION

**I certify that all provisions and regulations set forth in Monroe County Code, Vacation rental uses, shall be met.**

**I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.**

**I grant the Monroe County Code Compliance Department the right to inspect the premises of the vacation rental unit prior to the issuance of the special vacation rental permit and at any other time after issuance of the permit to determine compliance with the county land development regulations.**

This application shall bear the signature of all owner(s) and all authorized manager(s) of the owner(s). If necessary, please attached additional sheets with notarized signatures of all other authorize property owners and/or vacation rental managers:

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Owner:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires

**Vacation Rental Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Manager:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires

Please deliver or mail the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.

**NOTICE OF VACATION RENTAL USE**  
**MONROE COUNTY**  
**PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**

**NOTICE OF VACATION RENTAL USE APPLICATION**

The following information is regarding a special vacation rental permit application for the following property.

You have the right to appeal a decision to approve or deny this special vacation rental permit to the planning commission within 30 days under Monroe County Code. You may have other rights that Monroe County cannot enforce. Review of a special vacation rental permit application by Monroe County will consider the existence of valid private deed restrictions, restrictive covenants or other restrictions of record which may prohibit the use of the dwelling unit for vacation rental purposes. You may wish to consult an attorney concerning these private rights.

The Monroe County Planning Department may be contacted at (305)289-2500 and the Monroe County Code Compliance Department may be contacted at: Lower Keys office (305)292-4495, Middle Keys office (305)289-2810 and Upper Keys office (305)453-8806.

**Legal Description of Property:**

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key
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Real Estate (RE) Number

Street Address (Street, City, State and Zip Code)

**Applicant/Property Owner:**

Property Owner (Name/Entity)	Contact Person (If Different Than Property Owner)
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Mailing Address (Street, City, State and Zip Code)

Daytime Phone/Evening Phone	Email Address
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**Vacation Rental Manager:**

Vacation Rental Manager Name

Address (Street, City, State and Zip Code)

Daytime Phone/Evening Phone	Email Address
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If necessary, please attach additional sheets with names of any other vacation rental managers, agents, caretakers and/or owners of the dwelling unit.

**TENANT'S AGREEMENT**  
**SPECIAL VACATION RENTAL PERMIT REGULATIONS AND CONDITIONS**  
**TENANT'S AGREEMENT**

**Legal Description of Property:**

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key
Real Estate (RE) Number			
Street Address (Street, City, State and Zip Code)			

- 1) No more than one motorized watercraft, including a jet ski or wave runner, shall be allowed at each vacation rental unit. The watercraft may be moored at either an existing on-site docking facility or stored on a trailer in an approved parking space.
- 2) Vehicles, watercraft and trailers shall not be placed on the street or in yards. All vehicles, watercraft and boat trailers must be parked or stored off-street in parking spaces specifically designated and approved in the special vacation rental permit. One vehicle parking space shall be required per bedroom or efficiency unit and one boat trailer space per vacation rental unit.
- 3) No boat docked at a vacation rental property shall be chartered to a person other than registered guests of the vacation rental unit or used for live-aboards, sleeping or overnight accommodations. In addition, recreation vehicles shall not be used for sleeping or overnight accommodations at the vacation rental unit.
- 4) Occupants shall be prohibited from making excessive or boisterous noise in or about any residential dwelling unit at all times. Noise, that is audible beyond the boundaries of the residential dwelling unit, shall be prohibited between the hours of 10:00 p.m. and 8:00 a.m. weekdays and 11:00 p.m. and 9:00 a.m. on weekends.
- 5) All trash and debris on the vacation rental property must be kept in covered trash containers. Each vacation rental unit must be equipped with at least four covered trash containers for such purpose. Owners must post, and occupants must comply with, all trash and recycling schedules and requirements applicable to the vacation rental unit. Trash containers must not be placed by the street for pick-up until 6:00 p.m. the night before pick-up and must be removed from the area by the street by 6:00 p.m. the next day.
- 6) A tenant's agreement to the forgoing rules and regulations must be made a part of each and every lease under F.S. § 509.01 for any vacation rental unit subject to the provisions of this section. These vacation rental regulations governing tenant conduct and use of the vacation rental unit shall be prominently posted within each dwelling unit subject to the provisions of this section along with the warning that violations of any of the vacation rental regulations constitutes a violation of this Code subject to fines or punishable as a second degree misdemeanor and is also grounds for immediate termination of the lease and eviction from the leased premises and criminal penalties under F.S. § 509.151 ("defrauding an innkeeper"), F.S. § 509.141 ("ejection of undesirable guests"), F.S. § 509.142 ("conduct on premises) or F.S. § 509.143 ("disorderly conduct on premises, arrest").
- 7) The owner or agent shall require a lease to be executed with each vacation rental use of the property and maintain a guest and vehicle register listing all vacation rental occupants' names, home addresses, telephone numbers, vehicle license plate and watercraft registration numbers. Each lease and this register shall be kept by the vacation rental manager and available for inspection by county code enforcement personnel during business hours.

## **TENANT'S AGREEMENT**

- 8) Vacation rental units must be registered, licensed and meet all applicable state requirements contained in F.S. ch. 212 (Florida Tax and Revenue Act) and F.S. ch. 509 (Public Lodging Establishments) as implemented by the Florida Administrative Code, as may be amended.
- 9) The vacation rental use must comply with all State of Florida Department of Health and State of Florida Department of Environmental Protection standards for wastewater treatment and disposal.
- 10) All vacation rental units shall have a vacation rental manager, who has been issued a vacation rental manager license by the planning department. The vacation rental manager shall reside within and be licensed for that section of the county (Upper, Middle, and Lower Keys) where the vacation rental unit is located and be available 24 hours per day, seven days a week for the purpose of promptly responding to complaints regarding conduct or behavior of vacation rental occupants or alleged violations of this section. Any change in the vacation rental manager shall require written notification to the planning department and notification by certified return mail to property owners within 300 feet of the subject dwelling.
- 11) Complaints to the vacation rental manager concerning violations by occupants of vacation rental units to this section shall be responded to within one hour. The neighbor who made the complaint shall be contacted by telephone or in person and informed as to the results of the actions taken by the manager. A record shall be kept of the complaint and the manager's response for a period of at least three months after the incident, which shall be available for inspection by the county code enforcement department during business hours.
- 12) The name, address, and telephone number of the vacation rental manager, the telephone number of county code enforcement department and the number of the special vacation rental permit shall be posted and visible from the front property line of the vacation rental unit.
- 13) The tenants' agreement with the rules of conduct shall be posted in a conspicuous location in each vacation rental unit.
- 14) Occupancy of vacation rental unit(s) shall be limited to no more than two (2) individuals per bedroom, or no more than two (2) individuals per efficiency unit, when rented as a vacation rental unit subject to the provisions of Monroe County Ordinance No. 004-1997.
- 15) Review of this permit did not consider the existence of valid private deed restrictions, restrictive covenants or other restrictions of record which may otherwise legally prohibit the use of the dwelling unit for vacation rental purposes.

## **VIOLATION WARNING**

Violations of any of the vacation rental regulations constitutes a violation of Monroe County Code punishable as a second degree misdemeanor and is also grounds for immediate termination of the lease and eviction from the leased premises and criminal penalties under Florida Statutes §509.151 ("Defrauding an Innkeeper"), §509.141 ("Ejection of Undesirable Guests"), §509.142 ("Conduct on Premises) or §509.143 (Disorderly Conduct on Premises, Arrest").

## TENANT'S AGREEMENT

This tenant's agreement shall bear the signature of all owner(s) and all authorized manager(s) of the owner(s). If necessary, please attached additional sheets with notarized signatures of all other authorize property owners and/or vacation rental managers:

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Owner:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires

**Vacation Rental Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Manager:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires